

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 99-249A

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: Materials Handler, WG 6907-06 **TERM NTE 4 YEARS**

LOCATION: Defense National Stockpile Center, Somerville, NJ, DNSC-MOSO

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 07/20/99

CLOSING DATE: 11/17/99

FINAL CLOSING DATE: OPEN UNTIL FILLED

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☒ TDY required 25 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Not Applicable

Security Clearance: Not Applicable
(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Not Authorized

Relocation Services: Are Not Authorized

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDREHQ-HSI 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☒ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☒ Conditions of employment: MUST HAVE OR BE ABLE TO OBTAIN/MAINTAIN A VALID STATE DRIVERS LICENSE

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☒ Other: PRE-EMPLOYMENT PHYSICAL AND ANNUAL MEDICAL REVIEW REQUIRED AND MUST HAVE THE ABILITY TO USE/WEAR A RESPIRATOR.

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

☒ Federal Wide ☐ DLA Wide
☐ DoD Wide ☐ DDC Wide
☐ Specific Org:

AND THOSE WHO ARE:

☒ VRA Eligibles ☒ INTERNAL
 ☒ EXTERNAL

☒ Reinstatement Eligibles

☒ 30% or More Disabled Veterans

☒ Handicap Eligibles

☒ Others: CTAP/ICTAP Eligibles (See Below) PREFERENCE ELIGIBLES OR VETERANS WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

☒ DD214
☒ Proof of 10 Point Preference
☒ SF50
☒ Last Performance Appraisal/Rating
☐ OF-300 (for Supervisory Positions)
☐ 1st Level
☐ 2nd Level

DESCRIPTION OF DUTIES: Serves as a Materials Handler for the Defense National Stockpile Center (DNSC), responsible for laying out storage patterns for stockpile material. Prepares for the shipment/receipt of stockpile material based on a shipping instruction which indicates material quality, quantity, identification, weight, location, type of carrier, etc. Prepares a tally sheet, and selects the material required to be rewarehoused. Ensures that material containers are sound and properly secured to prevent slippage. Responsible for compliance to proper storage methods specified in the Strategic Critical Materials (SC&M) manual. Takes initiative to make adjustments in the storage pattern to ensure maximum utilization of space, height limitation, floor load limits, stability and other factors, due to the unusual configuration and weight of some stockpile material. Responsible for a visual surveillance of stockpile material for apparent discrepancy or damage. Repairs storage containers, pallets, bags, etc., where possible to avoid damage to the material. Operates forklifts up to 4 ton capacity, front end loaders, up to 3.5 cubic yard capacity, stake body trucks and warehouse tractors.

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. Per OPM handbook X118C, the applicants experience, education and training must show enough of the knowledge, skills and abilities (KSA's) listed to demonstrate the potential to successfully perform the duties of the position.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. KNOWLEDGE OF WAREHOUSING PRACTICES
2. ABILITY TO OPERATE MATERIAL HANDLING EQUIPMENT
3. ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC
4. SKILL IN DEXTERITY AND SAFETY
5. ABILITY TO DO THE WORK OF A MATERIALS HANDLER, WITHOUT MORE THAN NORMAL SUPERVISION

PHYSICAL EFFORT: Requires standing on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and uncomfortable positions. Required to physically handle material weighing 50-100 pounds.

WORKING CONDITIONS: Work is performed within an unheated warehousing area, outside in open areas in all kinds of weather with no available shelter. Work areas may be hot, cold, damp, drafty, dirty, dusty, noisy, poorly lit, and other adverse working conditions. Frequently exposed to cuts, scrapes, and bruises, falls from ladders, falling material, or injury from equipment. Exposed to dust, dirt, grease, solvents, and high noise areas. Exposed to physical hazards such as sliding loads on forklifts, toppling metal piles, broken pallets, etc. May work on roofs, scaffolds, ladders, etc. Incumbent is required to comply with prescribed OSHA and DLA safety practices and uses safety equipment such as protective hard hats, safety shoes, respirators, and protective clothing. The use of a respirator imposes particular physical demands on the wearer and requires a medical determination to identify such problems as well as an annual medical review and respirator fit testing.

ADDITIONAL INFORMATION FOR CTAP/ICTAP ELIGIBLES: Employees eligible under CTAP/ICTAP must be deemed "well qualified" for the position. For this purpose, "well qualified" generally includes those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements.

To receive this special selection priority, eligible employees must apply directly to agencies for specific vacancies in the local commuting area within the prescribed time frames, attach the appropriate proof of eligibility as described below, and be determined well qualified by the agency for the specific position.

PROOF OF ELIGIBILITY: Employees may submit the following as proof of eligibility for the special selection priority: RIF separation notice, Certification of Expected Separation, or other agency certification identifying the employee as being in a surplus organization or occupation.

EFFECTIVE 10/20/99, AMENDS JOA AREA OF CONSIDERATION TO REMOVE NONSTATUS APPLICANTS.